

# THE UNITED STATES BANKRUPTCY COURT

## Central District of California

POSITION			
JUDICIAL ASSISTANT			
LOCATION			
LOS ANGELES, CALIFORNIA			
SALARY/TARGET GRADE	OPENING DATE	CLOSING DATE	ANNOUNCEMENT
JSP 11 \$56,896-\$73,968	12-11-06	Until Filled *	07-03
*Position is open until filled, however early submission is encouraged.			

POSITION OVERVIEW
<p>The Judicial Assistant provides administrative and clerical support to the Judge. Duties include: liaison between Judge and Clerk's Office staff, counsel and the public; reviewing submitted orders for accuracy and compliance with the Bankruptcy Code, Federal Rules of Bankruptcy Procedure, and Local Bankruptcy Rules; processing files after hearing and tracking case files for orders, judgments and closing; preparing electronic orders; handling various administrative duties including coordinating travel arrangements, preparing reports and travel vouchers, transcribing correspondence and pleadings, responding to written and telephonic inquiries; and other duties as assigned by the Judge.</p>
QUALIFICATIONS
<p style="text-align: center;"><b><u>INTERNAL/EXTERNAL CANDIDATES</u></b></p> <p>To qualify for the position of Judicial Assistant, an applicant must possess two (2) years of responsible general experience and six (6) years of specialized experience. General experience is progressively responsible general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and typing. Specialized experience is progressively responsible secretarial experience which involved responsibility as the principal office assistant dealing with law related matters. Applicant must be proficient in Windows and WordPerfect 10 and have the ability to accurately transcribe using dictation equipment. Excellent verbal, written and interpersonal skills are required.</p>

## EDUCATION

Completion of a Bachelor's Degree is highly desirable. Education in accredited college or university institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience. High School Diploma, GED, or the equivalent is required.

PLEASE NOTE: Educational transcripts must be submitted for verification prior to start of employment.

## BENEFITS

The United States Bankruptcy Court offers a generous benefits package to full-time permanent employees which may include:

10 Paid Holidays	Paid Sick Leave
13 Days Paid Vacation (for the first three years)	Retirement
20 Days Paid Vacation (after three years)	Life Insurance Options
26 Days Paid Vacation (after fifteen years)	Thrift Savings Plan
Medical Coverage	Credit Union Participation
Eligible for Long Term Disability Plan Options	Long Term Care Options
Flexible Spending Account Options	

The United States Bankruptcy Court offers Flexible Spending Plans for Health Care Reimbursement and Dependent Care Reimbursement.

## INFORMATION FOR APPLICANTS

Please submit resume and/or application to the Human Resources Department located at 255 East Temple Street, 10th Floor, Los Angeles, CA 90012. Applications may be obtained in the Human Resources Department at the address listed above, or by calling the 24 hour job information line at (213) 894-3129 or by visiting our website at [www.cacb.uscourts.gov](http://www.cacb.uscourts.gov). Applications and resumes may be faxed to (213) 894-7498.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory EFT participation for payment of net pay (i.e., Direct Deposit). Successful applicants selected for interview may be required to respond to a written questionnaire. The United States Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The final candidate will be subject to a records check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the Bankruptcy Court.

The United States Bankruptcy Court is an Equal Opportunity Employer. The Ninth Circuit EEO Plan is available for review upon request. We appreciate your interest in employment with the United States Bankruptcy Court.

**JOB INFORMATION MAY BE OBTAINED BY CALLING (213) 894-3129**